

OFFICE OF TRAINING  
FUNCTIONAL TRAINING DIVISION

TRAINING REPORT

Effective Written English No.  Dates: 22 Jan - 2 Feb 1979

Name: DALLY, Anne K. Office: CCS

Effective Written English is a part-time course consisting of three hours of class daily for two weeks, a total of 30 hours of classroom work.

The objective is to develop proficiency in the mechanics of English. Participants concentrate on fundamentals like sentence structure, subject/verb agreement, parallelism, and punctuation. The course touches on some basic elements of writing such as outlining and paragraph development.

INSTRUCTOR'S COMMENTS:

*Anne was clearly the top student in the class. Her outside classwork was solidly in the excellent range. Her classwork and survey results verify a strong command of the mechanics of English.*

FOR THE DIRECTOR OF TRAINING:

Instructor

APPROVED FOR RELEASE ☐  
DATE: 04-Aug-2010